

Research Request Form

MAIL TO

Williamson County Archives
P.O. Box 1006
Franklin, TN 37065-1006

PATRON

Name_____

Address_____

City/State_____

Zip Code_____

Phone Number_____

SEARCH REQUESTED: (Use a separate form for each search requested)

ADDITIONAL INFORMATION TO AID SEARCH, e.g. Spouse's Name, Name of Children, Date Range

MAILING & PAYMENT

- Fill out the above information using a separate form for each request.
- Each request is \$5.00.
- Requests include 10 pages. Additional pages are \$0.15 per page.
- Make checks/money orders payable to the Williamson County Archives.
- Mail the Research Request Form, check/money order, and a self-addressed, stamped envelope to the mailing address above.
- Some records may require envelopes larger than a #10. Probate files tend to be 25-35 pages long, which fit into a 9" x 12" manila clasp envelope (#90).

INTERNAL USE ONLY

Staff Initials_____

Date Received_____

☐

Email

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Mail

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Online Form

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Phone

Date Payment Received_____

Date Patron Notified_____

Date Delivered_____

Method of Delivery_____